

**Public Safety Communications Advisory Commission (PSCC)  
Summary of Minutes - Regular Public Meeting**

**Tuesday, September 20, 2011**

***DRAFT - Not Yet Approved by the Commission***

**PSCC Voting Members Present**

- Aaron Sandeen, State CIO and Deputy Director, ADOA-ASET (PSCC Chairman Designee)
- Joe Anderson, Assistant Chief, Bullhead City Fire Department
- Michael Brashier, Communications Manager, City of Casa Grande
- Amy Brooks, Captain, Apache Junction Fire Department
- Steven Campbell, Chief, City of El Mirage Police Department
- Tracy Montgomery, Assistant Chief, Phoenix Police Department
- Gilbert Orrantia, Director, Arizona Department of Homeland Security
- William Pribil, Sheriff, Coconino County
- Dan Wills
- Dewayne Woodie, Fire Chief, Ganado Fire District/EMS

**PSCC Voting Members Absent**

- Jan Hauk, Past President, Arizona Fire District Association Representative
- Patrick Quinn, Deputy Chief, Tucson Fire Department
- Kathleen Robinson, Assistant Chief, Tucson Police Department
- Mike Worrell, Captain, Phoenix Fire Department

**Public Safety Interoperable Communications (PSIC) Office Attendees:**

- Lisa Meyerson, Arizona Statewide Interoperability Coordinator & Manager, Public Safety Interoperable Communications (PSIC) Office, ADOA-ASET
- Justin Turner, PSIC Operations Manager, PSIC Office, ADOA-ASET
- Michael Todd, Regional Interoperability Manager, PSIC Office, ADOA-ASET
- Suesan Nordman, Project Manager, PSIC Office, ADOA-ASET
- Michael Britt, Project Manager, PSIC Office, ADOA-ASET
- Andy Clark, Project Manager, PSIC Office, ADOA-ASET

**Additional Meeting Presenters**

- Brian Douglas, Graham County Health Department
- Jim Elkins, Police Chief, City of Bisbee
- Tom Lawless, OEC Regional Coordinator for Region IX
- Jose Leonard, Communications Coordinator, Arizona Division of Emergency Management
- Steve Pauken, City Manager, City of Bisbee
- Paul Wilson, SIEC Co-Chair
- Everett Wittig, COML, Bisbee Police Department

**17 Interested parties and members of the public were also present.**

## **Call to Order and Roll Call**

The meeting was called to order at 1:03 PM by PSCC Chairman Designee Aaron Sandeen, State CIO and Deputy Director, Arizona Department of Administration (ADOA), Arizona Strategic Enterprise Technology (ASET). ADOA Director Scott Smith has designated Aaron Sandeen as Chair of the PSCC. Roll call was then taken by Mr. Justin Turner, PSIC Operations Manager, as noted above and a quorum of the PSCC was declared present.

## **Approval of Minutes – July 19, 2011 PSCC Public Meeting**

### *Action Item*

Chairman Sandeen asked for comments on the July 19, 2011 PSCC meeting minutes. Chairman Sandeen then asked for a motion to approve the minutes. Commissioner Gilbert Orrantia made a motion to approve the minutes. The motion was seconded by Commissioner Kathleen Robinson. The motion was unanimously carried and the minutes were approved.

## **AZ Regional Communications Unit Program Update**

*Presenter: Suesan Nordman, PSIC Project Manager*

### *Action Item*

Ms. Suesan Nordman reviewed the AZ Regional Communications Recognition Program for the Commission. Ms. Nordman covered the background of the program, discussed the application process for the Arizona Regional COML Recognition procedure, and updated the Commission on recent updates to the program. The NIMS-CU workgroup and the PSIC Office identified a number of changes needed to both the Recognition Procedure and the NIMS-CU Workgroup Policies and Procedures. Ms. Nordman discussed each of the recommended revisions with the Commission. Ms. Nordman also gave an overview of the application and Taskbook review process outlined in the NIMS-CU Workgroup Policies and Procedures.

Following the presentation, Commissioner Steve Campbell asked if there were a number of hours that were required for recognition as an AZ Regional COML. Ms. Nordman informed the Commission that the recognition process involved completing the tasks in the taskbook and that they were evaluated as to their depth, number and complexity. There are no minimum hours required as part of the process.

Commissioner Campbell also asked if there were additional requirements for renewal. Ms. Nordman informed the Commission that prior to the end of the three-year period, recognized Arizona Regional All-Hazards COMLs seeking renewal of their designation must:

1. Request renewal.
2. Document communications experience and/or participation in training, education and/or incidents during the previous three years.
3. Provide updated Agency Certification from an Arizona Agency affirming that they continue to meet all requirements for qualification as an All-Hazards COML and that such qualification has been issued.

Following the presentation and discussion, Chairman Sandeen asked for a motion to approve the revised Arizona Regional COML Recognition procedure.

Motion: Commissioner Kathleen Robinson made a motion to approve the Arizona All-Hazards COML Recognition Procedure.

Second: Commissioner Gilbert Orrantia

The motion was unanimously carried.

## **Arizona Interoperable Channels Plan Update and Related Changes to the AIRS SOP**

*Presenter: Michael Britt, PSIC Project Manager*

### *Action Item*

Mr. Michael Britt briefed the Commission on changes to the Arizona Interoperable Channels Plan recently approved by the Statewide Interoperability Executive Committee (SIEC) at its August public meeting. Those changes also require additional changes to the AIRS SOP, which were also approved by the SIEC. Mr. Britt detailed each of the changes made to the plan, as well as the reason for each of the changes. The changes made include:

- Add a Band distinction to AIRS channel names (VAIRS1, UAIRS1, 8AIRS1, etc).
- Drop VFIRE21W from the Programming Guides - so as not to “endorse” a wideband frequency.
- Remove AIRSAZ from all bands
- Add tactical repeater pair VTAC33 & VTAC34 to end of VHF list
- Add MED-5 in the UHF band as a car-to-car simplex channel
- Add SAR NFM in the VHF band
- Drop the Mesa PD portable trunked table from Appendix A and the Priority Programming Guide; however, keep it in the body of the document.
- Remove the historical naming convention (NCC & SIEC) columns from the VHF and UHF tables to simplify and allow placement within the AIRS SOP (a width issue). This change was made to Appendix A (i.e. the Priority Programming Guide but not the Tables in the body of the Plan).
- Convert SIMPLEX entries to fully specify transmit frequencies and bandwidth information
- Switch the Transmit and Receive columns so that Receive is on the left.

Mr. Britt then detailed each of the changes made to the AIRS SOP, as well as the reason for each of the changes. The changes made include:

- Recommend changing Section 2.3.4 to read, “Communications centers are also encouraged to monitor the National Interoperable Calling Channel aligned with their primary operating frequency (either VCALL10, UCALL40, 8CALL90 or 7CALL50).”
- Recommend update of the AIRS Regional Monitoring Assignments (Appendix A.13) to reflect new sites and monitoring assignments.
- Recommend adding language to encourage programming AIRS and the NIFOG channels in the same segment where possible.
- The Channels Plan tables in the AIRS SOP will be updated to match the Channels Plan

Following the presentation, Chairman Sandeen asked for a motion to approve the revised AIRS SOP.

Motion: Commissioner William Pribil made a motion to approve the revised AIRS SOP.

Second: Commissioner Michael Brashier

The motion was unanimously carried.

## **Approved Policies and Procedures - Update to Reflect the PSIC Office Transition to ADOA**

*Presenter: Justin Turner, PSIC Operations Manager*

### *Action Item*

Mr. Justin Turner updated the Commission on the recent PSIC Office Transition to the Arizona Department of Administration (ADOA). Governor Brewer signed into law the FY 2012 budget for the year beginning July 1, 2011 on April 6, 2011. The Consolidation Budget Reconciliation Bill (Laws 2011, Chapter 27) eliminates the Government Information Technology Agency (GITA) and transfers the functions of the agency to ADOA beginning in FY 2012. On July 1, 2011, the functions of GITA were transferred to the Arizona Strategic Enterprise Technology (ASET) Office within ADOA.

The PSIC Office proposed that all policies, standards, procedures and other official actions of the PSCC be amended to reflect the new name, address, website and e-mail addresses for the PSIC Office. Following the presentation, Chairman Sandeen asked for a motion to approve the Revision to Approved Policies and Procedures to Reflect the PSIC Office Transition to ADOA.

Motion: Commissioner Kathleen Robinson made a motion to approve the Revision to Approved Policies and Procedures

Second: Commissioner William Pribil

The motion was unanimously carried.

### **Graham County: Plain Language and NECP Goal Two**

*Presenter: Brian Douglas, Deputy Director for Emergency Management, Graham County.*

#### *Information Item*

Mr. Brian Douglas shared his perspective from the Graham County NECP Goal Two observation. Mr. Douglas discussed the event, the preparation process, and the observation process. In particular, Mr. Douglas discussed the challenges Graham County faced during the process related to using plain language. During the process there were a number of complaints from a variety of personnel. During the observation Graham County ended up using a mixture of plain language and codes. While it was not what Graham County wanted, it was necessary to keep peace within the department.

Mr. Douglas also discussed challenges the county faced relative to their recent narrowband conversion. The county was unable to use approximately 20% of their radios that were not narrowband compliant. In addition, the narrowband transition also caused minor issues due to a change in CTCSS tone that did not get communicated to all partners.

### **Cochise County NECP Goal Two Reflections**

*Presenter: Steve Pauken, Bisbee City Manager*

#### *Information Item*

Mr. Steve Pauken briefed the Commission on his observations related to the NECP Goal Two observation of the Bisbee Coaster Race held on July 4, 2011. Mr. Pauken discussed many of the efforts by Cochise County and the City of Bisbee to prepare for the event. Mr. Pauken also addressed many of the lessons learned during the successful observation. In particular, Mr. Pauken noted that the use of plain language went well during their event. Mr. Pauken also noted that the use of the Cochise County radio cache was very effective and helpful.

### **U.S. Department of Homeland Security Office of Emergency Communications Update**

*Presenter: Tom Lawless, OEC Regional Coordinator for Region IX*

#### *Information Item*

Mr. Tom Lawless provided an update to the Commission from the U.S. Department of Homeland Security Office of Emergency Communications. Topics covered by Mr. Lawless include:

- Emergency Communications Progress Since 9/11 – 10 Years Later
- Technical Assistance – New catalogue coming out soon
- P25 standards testing continues
- Southwest Border Communications Working Group (SWBCWG)
- National Emergency Communications Plan Goal 2 Update
- SCIP Implementation Report Deadline extended to October 31 2011

- National Interoperability Field Operations Guide (NIFOG) – NIFOG Yahoo Group has software version. Web based version coming soon. Smartphone version under development.
- Border Interoperability Demonstration Project (BIDP)
- National Emergency Alert System (EAS) test – November 9th, 2011 at 2p.m. EST (11 AM AZ)
  - Potential for increase in PSAP calls during this test.
- Thursday, September 9th Power Outage, Southern CA – 7 million people without power

### **ADEM: 2011 Vital Connection Exercise**

*Presenter: Jose Leonard, Communications Coordinator, ADEM*

#### *Information Item*

Mr. Jose Leonard briefed the Commission on the recent Vital Connections exercise held September 12-16, 2011. The purpose of the exercise was to prepare for emergencies within the State and Nation by testing interoperability, recognizing areas for improvement, and validating that our collective communications infrastructures can support the Vigilant Guard State wide exercise to be held in November 2011. Mr. Leonard discussed the objectives of the exercise, how it was organized, and some of the lessons learned.

### **Statewide Interoperability Executive Committee (SIEC) Update**

*Presenter: Paul Wilson, SIEC Co-Chair*

#### *Information & Discussion Item*

Mr. Paul Wilson, SIEC Co-Chair, briefed the Commission on the recent activities of the Statewide Interoperability Executive Committee (SIEC). Topics covered during Mr. Wilson's presentation include:

- AIRS Narrowbanding Status and Impact on AIRS AZ – AIRS is now completely narrowbanded.
- SIEC Approved Action Items
  - COML Recognition Procedure
  - NIMS-CU Workgroup Policies & Procedures
  - Revised Arizona Interoperable Channels Plan & Revised AIRS SOP
  - Updated Approved Policies and Procedures to Reflect the PSIC Office Transition to ADOA
- Updates regarding the Communications Unit Training Program
- Preview of the next SIEC meeting

### **PSIC Office – Multiple Project Updates**

*Presenter: Justin Turner, PSIC Operations Manager*

#### *Information & Discussion Item*

Due to time constraints, Mr. Turner did not review the complete *PSIC Office Key Updates* handout. Mr. Turner did highlight several items, including:

- JLBC report due October 31, 2011
- Status of NECP Goal Two observations and reporting
- 2011 Technical Assistance awards and the current status of these projects
- Recent updates related to the following projects:
  - Regional Communications Systems Connection
  - RICO Project
  - Arizona COML Training
- Upcoming meetings and events of interest to the Commission

Mr. Turner requested the Commission read the handout for further details on activities of the PSIC Office.

### **Comments from the Public**

No comments from the public were received.

**Adjournment**

Chairman Sandeen called for a motion to adjourn. Commissioner Kathleen Robinson motioned to adjourn the meeting, which was seconded by Commissioner Gil Orrantia and unanimously carried. The meeting adjourned at 2:52 PM.

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Pursuant to A.R.S. 38-341-01(B), minutes of the Public Safety Communications Advisory Commission are recorded by tape recorder. Taped minutes are maintained in the Public Safety Interoperable Communications Office at the Arizona Department of Administration. Public access and review of PSCC minutes are available by appointment Monday through Friday during normal business hours. Please contact the PSIC office at 602-364-4498 to arrange for an audio of the tape-recorded proceedings.